**The ABCs of Accounting – OCP-D**

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| Objectives | * Gain knowledge regarding the different types of businesses and how they are organized
* Understanding of the Business Transactions & The Accounting Equation
* Identify the transactions that affect assets, liabilities and owner’s equity
* Identify the transactions that affect revenue, expenses and withdrawals
* Understand the Accounting Cycle and recording in a general journal
* Understanding of posting journal entries to general ledger accounts
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| Competencies | 42.02,50.05,50.06 |
| Module Materials | The ABCs of Accounting, 2nd edition |
| Assignments |

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| Chapter 1 | **Read Chapter****Complete Concepts Review email result to instructor****Complete Reinforce Your Knowledge 1.1 & 1.2** **Written Quiz** |
| Chapter 2 | **Read Chapter****Complete Concepts Review email result to instructor****Complete Reinforce Your Knowledge 2.1 & 2.2** **Written Quiz** |
| Chapter 3 | **Read Chapter****Complete Concepts Review & email result to instructor****Complete Reinforce Your Knowledge 3.1, 3.2, 3.3 & 3.4** **Written Quiz** |
| Chapter 4 | **Read Chapter****Complete Concepts Review & email result to instructor****Complete Reinforce Your Knowledge 4.1 & 4.2** **Written Quiz** |
| Chapter 5 | **Read Chapter****Complete Concepts Review & email result to instructor****Complete Reinforce Your Knowledge 5.1 & 5.2** **Written Quiz** |
| Chapter 6 | **Read Chapter****Complete Concepts Review & email result to instructor****Complete Reinforce Your Knowledge 6.1, 6.2, 6.3, 6.4 & 6.5** **Written Quiz** |
| Chapter 7 | **Read Chapter****Complete Concepts Review & email result to instructor****Complete Reinforce Your Knowledge 7.1, 7.2, 7.3 & 7.4** **Written Quiz** |

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| Assessment | Each Chapter is worth 60 points broken down as follows:* Concepts Review 20 pts
* Develop Your Skills and Apply Your Skills 20 pts
* Chapter test (written) 20 pts
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